

## FILING A BUSINESS CERTIFICATE

You may file, in person or by mail, a business certificate at the City Clerk's Office at the following address:

City Clerk's Office  
Somerville City Hall  
93 Highland Avenue  
Somerville, MA 02143  
(617) 625-6600 x4100  
<http://www.ci.somerville.ma.us>

### Fees

- The fee for filing or renewing a business certificate is \$50.00, and includes two certified copies.
- The fee for changing, partially withdrawing from, or terminating a business certificate is \$25.00, and includes two certified copies.
- Additional certified copies are \$6.00 each.

The City accepts checks or money orders only by mail, and checks, money orders or cash in person. Checks should be made payable to "City of Somerville."

### Term

Once filed, a business certificate is valid for four years.

### Filing in Person

The City Clerk's Office accepts business certificates Monday-Wednesday, 8:30AM-4:00PM, Thursday 8:30AM-7:00PM, and Friday 8:30AM-12:00Noon. To file, change, or terminate a business certificate in person, **each owner listed on the business certificate must be present**, and show some form of photo identification. There are Notaries Public at the City Clerk's Office that can notarize the owners' signatures. You will receive two certified copies at the time of filing.

### Filing by Mail

To file, change, or terminate a business certificate by mail, fill out the form completely. Each owner listed on the business certificate must then **sign in black ink** in the presence of a Notary Public. Mail the business certificate with a check or money order for the appropriate fee to the address above. This office will mail back two certified copies.

### Changes

If you want to file a change in the business, note the following:

- A change in the business name requires the filing of a new business certificate, signed by all new owners, and the termination of the old business certificate signed by all old owners.
- A change in the business address is a change that requires the signature of all owners.
- A change in an owner's address is a change that requires the signature of that owner only.
- The withdrawal of an owner is a partial withdrawal that requires the signature of that owner only.
- The addition of an owner requires the filing of a new business certificate, signed by all new owners, and the termination of the old business certificate signed by all old owners.

# The Commonwealth of Massachusetts Business Certificate

Date \_\_\_\_\_

*In conformity with the provision of Chapter one hundred and ten Section five of the General Laws, as amended, the undersigned hereby declare(s) that a business under the title of*

Name of Business \_\_\_\_\_ *is conducted at*

\_\_\_\_\_, Somerville, 0214\_\_\_\_\_, of type \_\_\_\_\_  
 Street Address Zip Code Type of Business

\_\_\_\_\_, by the following named person(s).      OPTIONAL: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Area Code Phone Number

Purpose of filing this Business Certificate:

☐ New business  
☐ Renewal of an expiring business certificate  
☐ Change in a business or owner's address  
☐ Partial withdrawal of an owner  
☐ Termination of a business (closing or moving out of the city)

Owner 1 Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_

Residence (Street, City, Zip) \_\_\_\_\_

Owner 2 Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_

Residence (Street, City, Zip) \_\_\_\_\_

Owner 3 Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_

Residence (Street, City, Zip) \_\_\_\_\_

Owner 4 Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_

Residence (Street, City, Zip) \_\_\_\_\_

*A certificate issued in accordance with this Section shall be in force and effect for 4 years from the date of issue and shall be renewed each 4 years thereafter so long as such business shall be conducted, and shall lapse and be void unless so renewed.*

Middlesex S.S

# The Commonwealth of Massachusetts

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned notary public or City Clerk's designee,  
personally appeared \_\_\_\_\_,

proved to me through satisfactory evidence of identification, which were \_\_\_\_\_,

to be the person/s whose name/s is/are signed on this document, and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of his/her/their knowledge and belief.

\_\_\_\_\_  
Notary Public or City Clerk's designee

My Commission Expires \_\_\_\_\_  
Notary Public only

This Business Certificate expires on \_\_\_\_\_. (Notarial or City Seal):